CHELSEA AREA PLAYERS

Jul 7, 2026 | CAP Board Meeting Minutes

Call to Order

Jul 7, 2026 at 7:04p by Todd at SMCC

Roll Call, Officers

- [x] Todd Ducsay, President
- [x] Maryann Guenther, Co-Vice President
- [x] Clara Smith, Co-Vice President
- [ ] ~~Don Paulsell, Co-Treasurer~~
- [x] Michael Cicirelli, Co-Treasurer
- [x] Heather Scott, Co-Secretary
- [ ] ~~Vicky James, Co-Secretary~~

Roll Call, Members

- [x] Alex Moore
- [x] Brian Myers + ~~Christine Landis~~
- [x] Fr Bill Turner
- [ ] ~~Leah Hall~~
- [x] Linda Smith + ~~Shelley Wheaton~~
- [ ] ~~Jeff Hatch~~
- [ ] *OPEN SEAT*

(names checked were in attendance, names crossed off were not in attendance)

Guest

Crosby Slupe, Oklahoma Cast Member

Approval of Last Meeting Minutes

The minutes from the June meeting were presented for review. One correction was identified: the adjournment section listed an incorrect next meeting date of July 9th; the correct date is the second Tuesday of July (July 7, 2026).

Motion (made by Heather, second by Fr. Bill): To approve the minutes as corrected.

Result: Approved — Ayes recorded (9), none opposed.

Officer Reports

- [ ] President
- [ ] Vice President
- [ ] Secretary
- [ ] Treasurer

Financial Reports

No report provided due to travel and medical.

Maryann reported issuing checks for Summer Workshop, Oklahoma, and Scholarship Institutions on behalf of the Treasurer during Don's (vacation) absence in June.

Committee Reports

Scholarship Committee

All scholarship checks have been prepared and will be mailed. A thank-you letter from scholarship recipient Samantha Bieber was shared.

Theatre Workshop Committee

All staff evaluations have been received and all checks distributed.
The following recurring concerns from the evaluations were:

- Community Education registration process and communication gaps
- Room access and double-booking issues (including a repeat conflict with an outside group)
- Absence of custodial staff during the workshop period
- Need for more structured pre-camp staff training
- Staff compensation

The committee will meet separately to review the full evaluations and bring formal recommendations to the board.
Action: Maryann will email the evaluation highlights to the board.

Old Business

Oklahoma! Production

Heather reports that one staff evaluation and payment remain outstanding.
The financial report will be presented at the August meeting.
Yard sign collection is ongoing.

Barn Cleanup

Due to Don's absence, the previously scheduled barn cleanup was deferred.
Motion to table the barn cleanup date and allow Don to propose a new date upon his return.

Result: Passed — Ayes recorded (9), none opposed.

Members are asked to watch for email communication regarding the rescheduled date.

Dinner Theater — St. Mary

The board confirmed the venue and dates for the upcoming dinner theater.
Dates: January 29, 30, 31, 2027
Venue: St. Mary
Show: Murder on the Menu (previously approved)
Schedule: Friday and Saturday evenings; Sunday matinee
The dates have been placed on St. Mary's calendar. The board directed that contact be made with the script/materials vendor (Pioneer) to ensure previously purchased materials remain valid.

Leah was identified as a prospective producer; Todd will follow up with her directly.

New Business

Annual Membership Meeting

The board set the date and time for the annual membership meeting.

Date: Thursday, September 10, 2026
Time: 6:00 PM dinner; 7:00 PM meeting
Location: Restaurant at Ice Rink (to be confirmed)

The bylaws require public announcement no later than 30 days prior. The following board seats expire this cycle: Todd, Don, Shelley/Linda (shared), and Jeff/Vicky (shared). All executive board officer positions are also open for election.

Action: Heather will prepare a board attendance summary prior to the August meeting.

Ann Arbor Civic Theatre — Materials Offer

Ann Arbor Civic Theatre is reducing inventory and has offered flats, lumber, and related materials to area civic groups at no cost prior to a public sale at the end of July.

The board expressed interest in pursuing available flats and lumber.

Action: Michael will contact Patty Mazzola to express CAP's interest and arrange a time to review available items. Maryann will share Michael's contact info with Becky at SMCC.

Upcoming Productions

- Junior Show — Fall: *Little Red Riding Hood* (approved at June meeting)
  - November 13, 14, 15, 2026
  - Licensing contract
  - Venue confirmed, WSEC
- Junior Show — Winter: *Newsies JR* (approved at April meeting)
  - March 5, 6, 7, 2027
  - MTI licensing contract secured
  - Venue confirmation pending
- Summer Musical: *Mary Poppins* (approved at June meeting)
  - Target dates: June 18, 19, 20, 2027
  - MTI licensing contract pending (requires signature by end of July)
  - Venue confirmation pending

The board discussed that a producer and director should be identified before the contract is finalized, as material and orchestration selections require their input. The board expressed interest in exploring a partnership with Ballet Chelsea for *Mary Poppins*.

Action: Brian with Alex, will review the MTI contract and advise the board on material options.
Action: Alex will post a general call for producers and directors on the CAP website. Language will remain generic until rights are confirmed.
Action: The board will pursue outreach to prospective directors, including contacts at Dexter Community Players who recently produced the same show.

Improv Group

A previously noted item regarding the formation of an improv group was reviewed. No active interest has been confirmed.

Action: The item to be removed from the standing agenda pending future interest.

Announcements

Alex shared a few items:

- she taught a free children's improv class through the City of Chelsea Community Education and Recreation (CERC) program, 4 kids attended

- Ballet Chelsea monthly newsletter had a nice write up of the collaboration with CAP for *Oklahoma!*

Adjournment

Next meeting: Thursday, **August 13th at 7:00 PM** (location St Mary)
(Heather will not be present due to family vacation)

Motion (made by Michael, second by Todd): To adjourn the July meeting at 8:28 PM
Result: Approved — Ayes recorded, none opposed

#	Action Item	Responsible Party
1	Email Theatre Workshop evaluation highlights to the board	Maryann
2	Schedule Theatre Workshop Committee meeting; bring recommendations to August board meeting	Theatre Workshop Committee
3	Mail remaining university scholarship checks	Maryann
4	Present Oklahoma financial report	Heather/Don
5	Propose new barn cleanup date	Don
6	Follow up with Leah re: dinner theater producer role	Todd
7	Confirm Annual Meeting venue (Restaurant at Ice Rink)	Todd
8	Prepare board attendance summary for annual meeting	Heather
9	Contact Patty Mazzola re: Ann Arbor Civic materials	Michael
10	Review MTI contract for Mary Poppins	Brian/Alex
11	Confirm Newsies venue dates (March 5–7)	Maryann
12	Post call for producers/directors on CAP website	Alex
13	Add to future agenda, need to discuss how to incorporate safety/boundaries session into pre-production rehearsal schedule	Todd

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Minutes prepared by: Heather Scott

Approved at: ______________________ Board Meeting